

Student Directions – Submit an Assignment

In this document you will find directions on how to submit an assignment in Blackboard.

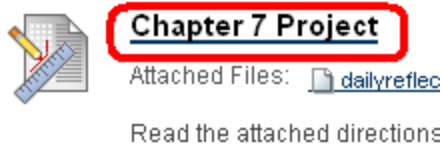
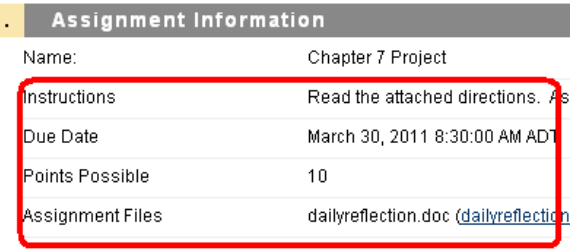
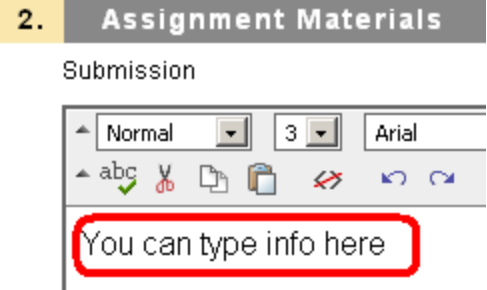
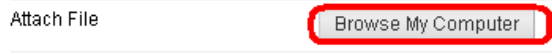
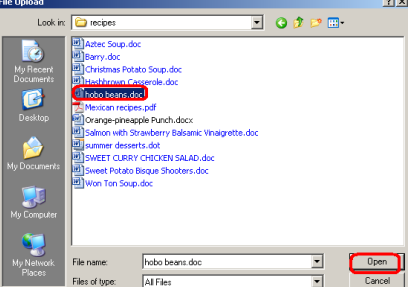

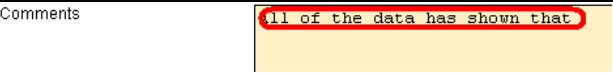
NOTE: The location of the assignment in Blackboard will depend on how your instructor designed your course. If you cannot find your assignment ask your instructor for directions.






There are two sets of directions. The first set is text-only and the second set is text and images (on the next page). Choose the one that best suits your learning needs.

Text Directions

1. Go to the area in Blackboard where your instructor has placed class assignments. If you are unsure, ask your instructor for directions. Click on the hyperlink for the assignment.
2. On the new screen take note of the information in Assignment Information. Here you will find instructions, due date, points possible and any attached files that are required for the assignment.
3. In #2 section of the screen you will find Assignment Materials. There are three ways that you can submit data to your instructor. The first way is to type information in the text box under the word Submission.
4. The second way to submit data is to attach a file. Look below the text box, in the area that says "Attach File" and click "Browse My Computer".
5. Select the file you wish to attach and click Open.
6. On the Assessment screen you will see that the file has been attached.
7. The third way that you can send information to the instructor is to type a comment in the Comments text box.
8. When all the information is in the assignment tool, click Submit.
9. At the top of the next screen you will see a message in a green banner that says "This assignment is complete. Review the Submission History".
10. Review the information to ensure that you have provided all the data and then click OK at either the top or bottom of the screen.
11. This will bring you back to the page where you started with the assignment.

Instructions with Screenshots

<p>Step One</p> <p>Go to the area in Blackboard where your instructor has placed class assignments. If you are unsure, ask your instructor for directions. Click on the hyperlink for the assignment.</p>	 <p>Chapter 7 Project</p> <p>Attached Files: dailyreflec</p> <p>Read the attached directions</p>										
<p>Step Two</p> <p>On the new screen take note of the information in Assignment Information. Here you will find instructions, due date, points possible and any attached files that are required for the assignment.</p>	 <p>Assignment Information</p> <table border="1"> <tr> <td>Name:</td> <td>Chapter 7 Project</td> </tr> <tr> <td>Instructions</td> <td>Read the attached directions. As</td> </tr> <tr> <td>Due Date</td> <td>March 30, 2011 8:30:00 AM ADT</td> </tr> <tr> <td>Points Possible</td> <td>10</td> </tr> <tr> <td>Assignment Files</td> <td>dailyreflection.doc (dailyreflection)</td> </tr> </table>	Name:	Chapter 7 Project	Instructions	Read the attached directions. As	Due Date	March 30, 2011 8:30:00 AM ADT	Points Possible	10	Assignment Files	dailyreflection.doc (dailyreflection)
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<p>Step Three</p> <p>In #2 section of the screen you will find Assignment Materials. There are three ways that you can submit data to your instructor. The first way is to type information in the text box under the word Submission.</p>	 <p>2. Assignment Materials</p> <p>Submission</p> <p>You can type info here</p>										
<p>Step Four</p> <p>The second way to submit data is to attach a file. Look below the text box, in the area that says "Attach File" and click "Browse My Computer".</p>	 <p>Attach File</p> <p>Browse My Computer</p>										
<p>Step Five</p> <p>Select the file you wish to attach and click Open.</p>	 <p>File Upload</p> <p>Look in: recipes</p> <p>File name: hobo beans.doc</p> <p>Files of type: All Files</p> <p>Open</p>										
<p>Step Six</p> <p>On the Assessment screen you will see that the file has been attached.</p>	 <p>Attached files</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Link Title</th> </tr> </thead> <tbody> <tr> <td>hobo beans.doc</td> <td>hobo beans.doc</td> </tr> </tbody> </table>	File Name	Link Title	hobo beans.doc	hobo beans.doc						
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<p>Step Seven</p> <p>The third way that you can send information to the instructor is to type a comment in the Comments text box.</p>	 <p>Comments</p> <p>all of the data has shown that</p>										

<p>Step Eight</p> <p>When all the information is in the assignment tool, click Submit.</p>	
<p>Step Nine</p> <p>At the top of the next screen you will see a message in a green banner that says “This assignment is complete. Review the Submission History”.</p>	
<p>Step Ten</p> <p>Review the information to ensure that you have provided all the data and then click OK at either the top or bottom of the screen.</p>	
<p>Step Eleven</p> <p>This will bring you back to the page where you started with the assignment.</p>	<div>  <div> <p><u>Chapter 7 Project</u></p> <p>Attached Files:  dailyreflecti</p> <p>Read the attached directions.</p> </div> </div>